



NY LICENSE CENTER (纽约执照中心) 索取记录指南

2015 年 11 月 6 日



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NY License Center Claiming Record(s) Guide (Chinese)

纽约执照中心索取记录指南

2015 年 11 月 6 日

纽约执照中心索取记录说明

您所提供的信息将有助于指导您完成索取现有执照或者将新执照关联至您的 NY License Center（纽约执照中心）账户的整个流程。

请注意，本说明假定您已经拥有“My NY.gov”（我的纽约政府）账户，即您将有权访问 NY License Center（纽约执照中心）。如果您尚未申请账户，请参考“Applicant User Guide for the License Center”（执照中心申请人用户指南）。您可以访问州务院网站获取该指南：

www.dos.ny.gov/licensing。选择您希望索取的申请或者执照的类型。向下滚动，找到

“Applicant User Guide for the License Center (doc)”（执照中心申请人用户指南 (doc)）。

本示例来自“Waxing”（脱毛）界面：

The screenshot shows the NY License Center website for Waxing services. The page is titled "Waxing" and includes a search bar at the top right. The main content area on the left lists various links and documents. A red box highlights the link "Applicant User Guide for the License Center (doc)". A speech bubble points to the bottom of the page with the text "Scroll down until you find the document".

Waxing

The practice of "waxing" means providing for a fee, or any consideration or exchange, whether direct or indirect, services to enhance the appearance of the face, neck, arms, legs, or shoulders of a human being by the removal of hair by the use of depilatories, waxes or tweezing but shall not include the practice of electrolysis. It is the responsibility of licensees to understand the Appearance Enhancement Law. (pdf)

License Requirements

Fees and terms of licensure

Forms: (all forms are Adobe PDF Format)

- Waxing Application
- Appearance Enhancement Business/Area Renter Application
- Experience Statement
- Special Testing Arrangements Request
- Health Certification Form
- Credit Card Authorization Form
- Appearance Enhancement/Barber Business Closing Form
- Duplicate License/Registration Request
- Change Notice (Required when changing a name or address)

Examination Information:

Examination Scheduling Policy

Written Exam:

- Appearance Enhancement Written Examination Procedures

Written Examination Sites

Legal Memoranda

Appearance Enhancement and Barber E-Licensing System Update

Applicant User Guide for the License Center (doc)

License Center Amendments Guide (doc)

NYS Appearance Enhancement Advisory Committee

Frequently Asked Questions

News

- NEW - Sign for Appearance Enhancement Businesses
- NEW - Appearance Enhancement Recall: AVON ergonomic Eyelash Curler
- NEW - 2015 Appraiser Qualification Changes
- NEW - Appearance Enhancement and Barber E-Licensing System Update
- NEW - Updated Real Estate Licensing Regulations (doc)

EMPIRE STATE DEVELOPMENT Small Business Resources

NY LICENSE CENTER

NYS Appearance Enhancement and Barber Licensing Services FAQ

Select Links

- Related Web Sites
- Complete Forms Listing
- Law Books Listing
- Administrative Hearing Decisions and Consent Orders
- Legal Memoranda
- Request License History or Certification
- Real Estate Board
- Contact Division of Licensing Services

Consumer Links

- Real Estate Commissions
- Consumer Publications & Information

Help Prevent Fraud

Scroll down until you find the document

NY License Center Claiming Record(s) Guide (Chinese)

纽约执照中心索取记录指南

2015 年 11 月 6 日

“My NY.gov ID”（我的纽约政府 ID）登录界面

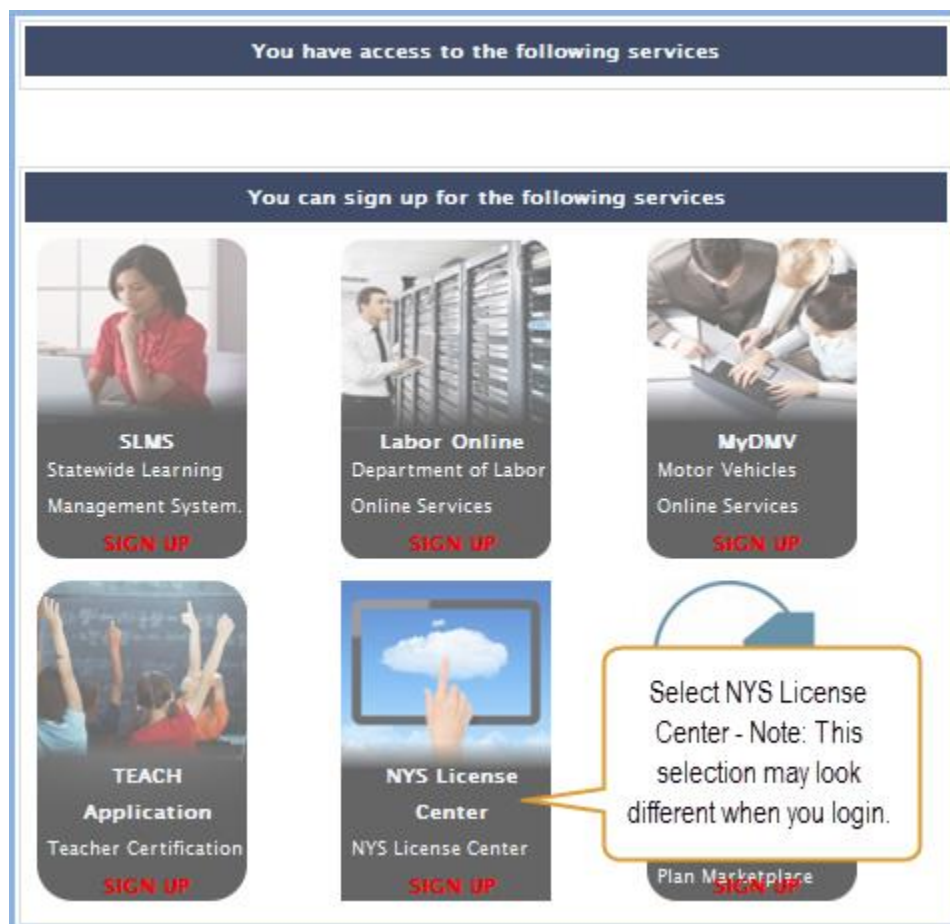
登录您的“My NY.gov”（我的纽约政府）账户后，便可访问“NY License Center”（纽约执照中心）。输入您的“Username”（用户名）和“Password”（密码）。然后单击“Sign In”（登录）。



The screenshot shows the "My NY.gov Online Services" login interface. At the top, there is a header with a search bar and the text "My NY.gov Online Services". Below the header, there is a section titled "Please login after reading the Acceptable Use Policy below". The main login area features a "NY.gov ID" logo, a "Username:" field, a "Password:" field, and a "Sign In" button. Below the "Sign In" button, there are links for "Forgot your Username or Password?", "NY.gov ID - Terms of Service", and "Agency Assistance & Contact Information". At the bottom, there is a section titled "ACCEPTABLE USE POLICY FOR USERS OF NY.gov" with a paragraph of text.

访问 NY License Center（纽约执照中心）

进入 MyNy（我的纽约）界面后，请您选择 NYS License Center（纽约州执照中心）选项。



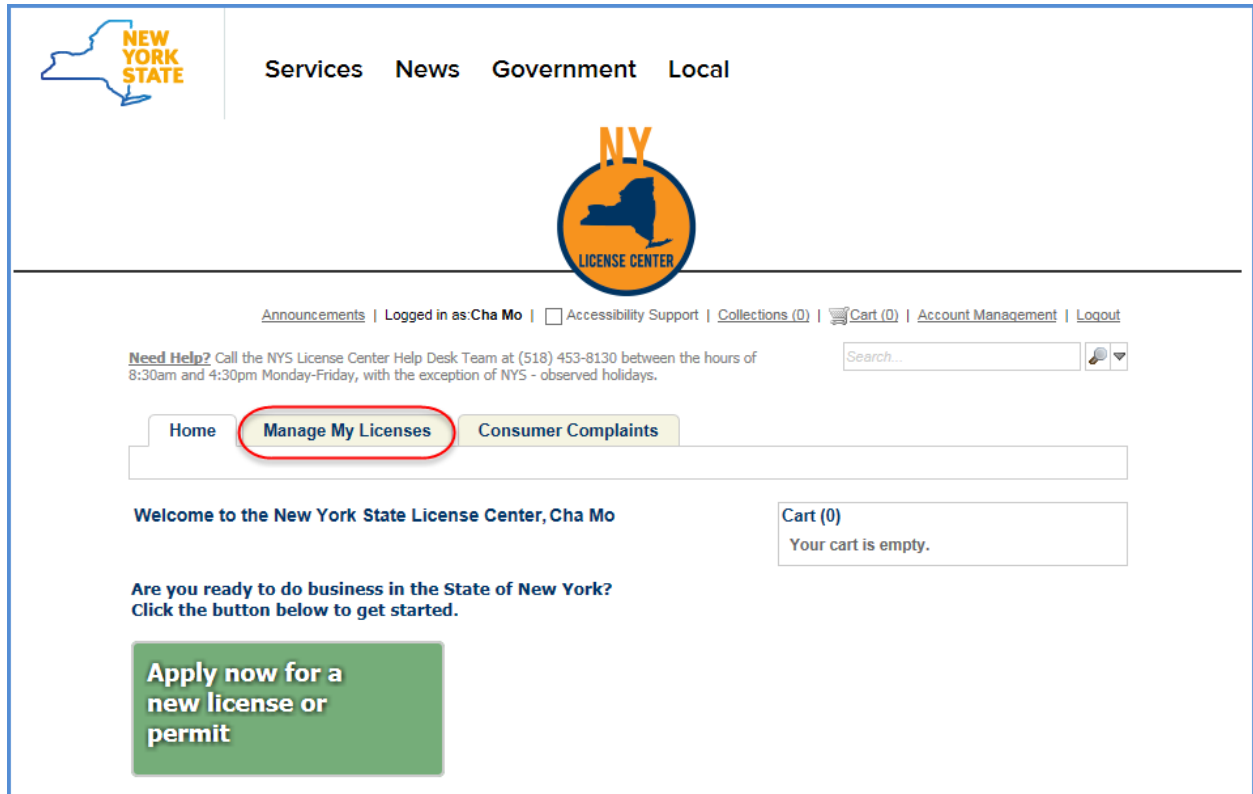
NY License Center Claiming Record(s) Guide (Chinese)

纽约执照中心索取记录指南

2015 年 11 月 6 日

索取现有执照

在 NY License Center（纽约执照中心）主页上，单击“Manage My Licenses”（管理我的执照）选项卡。

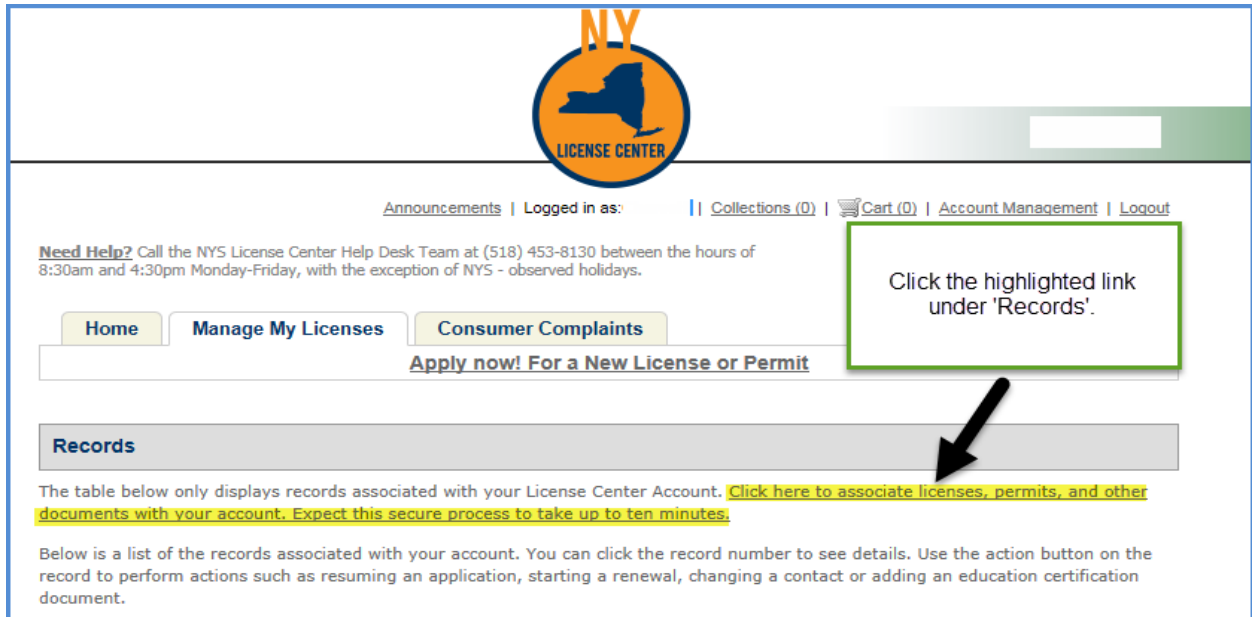


NY License Center Claiming Record(s) Guide (Chinese)

纽约执照中心索取记录指南

2015 年 11 月 6 日

选择“Manage My Licenses”（管理我的执照）选项卡后，请单击链接（“[Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.](#)”（请单击此处将执照、许可及其他文件关联至您的账户。此安全流程预计最多将花费 10 分钟时间））该链接位于“Records”（记录）下面的说明中。



The screenshot shows the NY License Center website. At the top is the NY License Center logo. Below it is a navigation bar with links: [Announcements](#) | [Logged in as:](#) | [Collections \(0\)](#) | [Cart \(0\)](#) | [Account Management](#) | [Logout](#). A green box highlights the text "Click the highlighted link under 'Records'." with an arrow pointing to the "Records" section. The "Records" section is highlighted in grey. Below it, a yellow box highlights the text: "Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes." Below this, there is a paragraph of text explaining the records and the actions that can be performed.

NY LICENSE CENTER

[Announcements](#) | [Logged in as:](#) | [Collections \(0\)](#) | [Cart \(0\)](#) | [Account Management](#) | [Logout](#)

Need Help? Call the NYS License Center Help Desk Team at (518) 453-8130 between the hours of 8:30am and 4:30pm Monday-Friday, with the exception of NYS - observed holidays.

[Home](#) | [Manage My Licenses](#) | [Consumer Complaints](#)

[Apply now! For a New License or Permit](#)

Records

The table below only displays records associated with your License Center Account. [Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.](#)

Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification document.

NY License Center Claiming Record(s) Guide (Chinese)

纽约执照中心索取记录指南

2015 年 11 月 6 日

选择该链接后，您将进入身份认证向导。

身份认证向导会要求您回答几个问题，以便在允许您访问与您所提供信息相匹配的执照记录之前验证您的身份。

身份认证向导第 1 步

“Choose License Type”（选择执照类型）

单击“Individual/Professional”（个人/职业人士）或“Business”（企业）单选按钮。

NEW YORK STATE

Services News Government

NY
LICENSE CENTER

License Type Required Information Questionnaire Summary

Choose License Type

To claim an existing license, please select the license type below and click Next.

What type of license are you claiming ?

☐ Individual/Professional

☐ Business

Click on
'Individual/Professional'
or 'Business' radio
button

Next →

Home | Contact | Privacy | Disclaimer | Site Map | Accessibility | FOIL

NEW YORK STATE

Agencies
Services

App Directory

Counties

Events

Programs

身份认证向导第 2 步

“Required Information”（所需信息）

填写所需信息，并单击“Next”（下一步）。

所需信息：

- “First Name”（名字）
- “Last Name”（姓氏）
- “Date of Birth”（出生日期）
- “SSN”（社会安全号码）
- “Address Line 1/POB”（地址栏 1/邮政信箱）
- “City”（城市）
- “State”（州）
- “Zip”（邮编）

The screenshot shows the 'Required Information' step of the NY License Center claiming record process. The form is titled 'Individual Information' and 'Residence Address'. It contains the following fields:

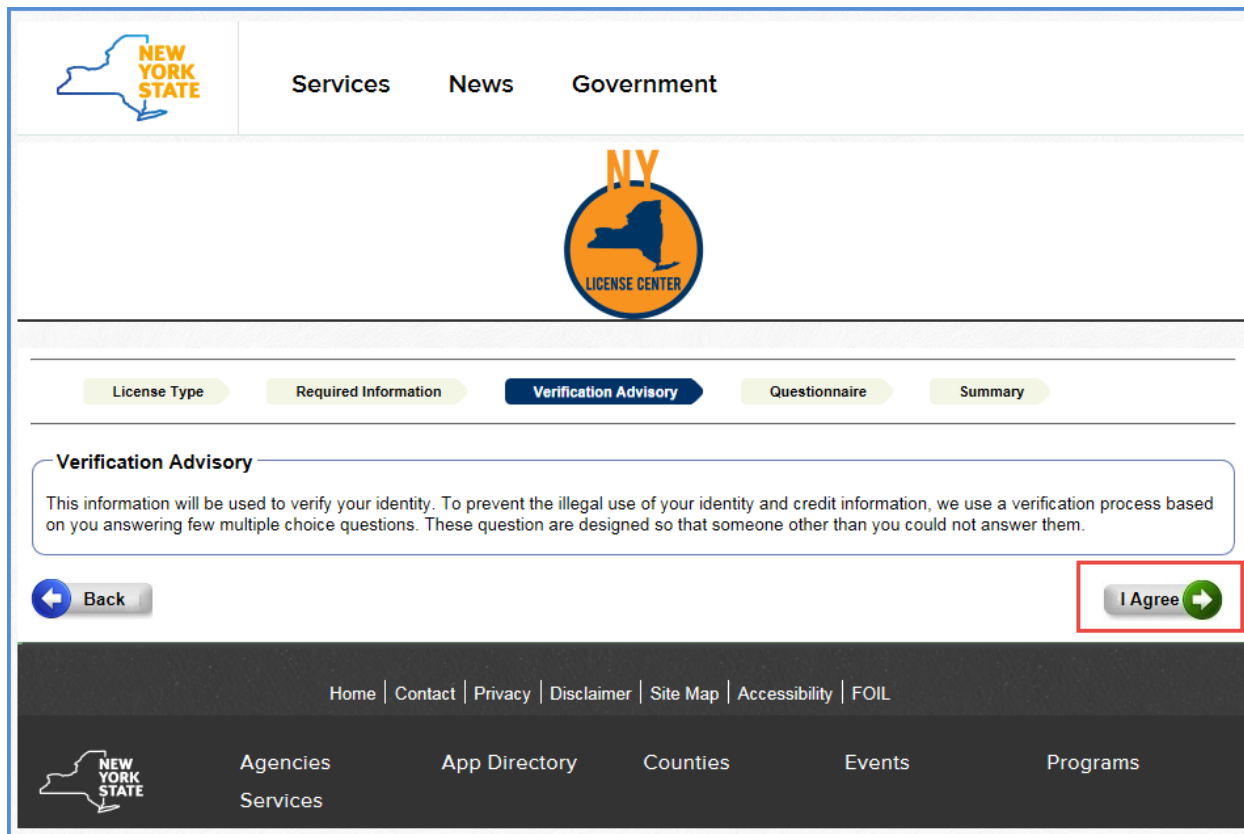
- First Name: *
- Last Name: *
- Date Of Birth: *
- SSN: *
- Address Line 1/POB: *
- Address Line2: *
- City: *
- State: *
- Zip: *
- Phone Number: *

The 'Next' button is highlighted with a red box.

身份认证向导第 3 步

“Verification Advisory”（验证建议）- 此信息用于验证您的身份。为避免您的身份和信用信息被非法使用，我们会采用一个验证过程，该过程基于您对几个多选问题的回答。这些问题经过精心设计，除您以外的任何其他人都无法正确回答。

请阅读“Verification Advisory”（验证建议）。若您同意，请单击“I Agree”（我同意）继续操作。



The screenshot displays the 'Verification Advisory' step of the NY License Center claiming record process. The page features a navigation bar at the top with links for 'Services', 'News', and 'Government'. Below this is a large 'NY LICENSE CENTER' logo. A progress bar indicates the current step is 'Verification Advisory'. The main content area contains the 'Verification Advisory' text and a 'Back' button. The 'I Agree' button is highlighted with a red box.

身份认证向导第 4 步和第 5 步

请按照屏幕上的说明完成“Questionnaire”（调查问卷）和“Summary”（总结）步骤。

身份认证向导流程完成后，您便可以访问与您提供的身份信息相匹配的执照记录了。

单击“Manage My Licenses”（管理我的执照）选项卡浏览与此账户关联的执照记录。

关联现有执照记录已完成！

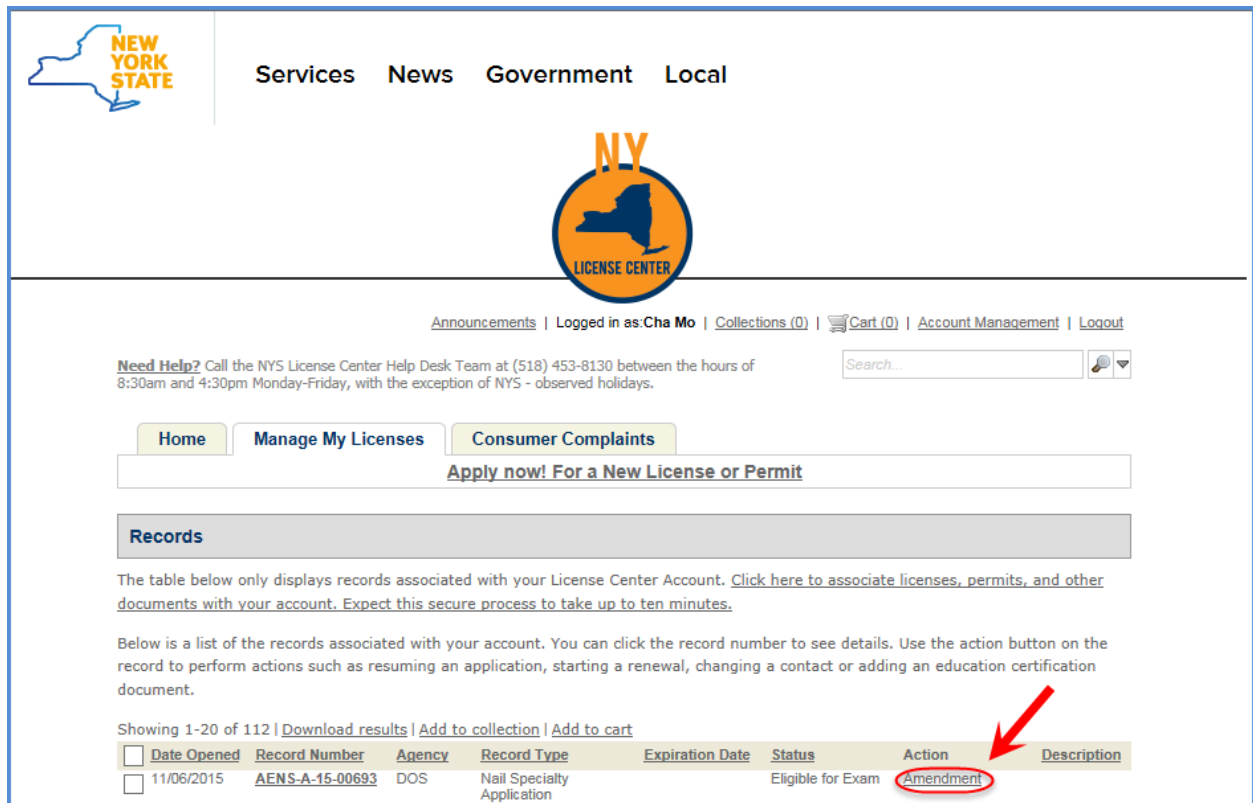
请注意：若未成功索取执照，您可以拨打身份认证向导最后一步中提供的电话号码，客户服务代表将为您提供与索取流程相关的人工协助。

修改联系信息，添加电子邮件地址

完成关联流程后，您必须修改联系信息，添加电子邮件地址。您提供的电子邮件地址应允许认证服务部向您发送与申请和/或执照记录相关的重要信函。您的申请或执照状态被更新时（例如，签发执照或需要续期时），您将会收到电子邮件通知。您的审查得分被更新时，您也会收到电子邮件通知。电子邮件是接收认证服务部最新消息的快速、有效方式。

添加电子邮件地址第 1 步

单击“Manage My Licenses”（管理我的执照）选项卡，并选择“Action”（操作）栏下方的“Amendment”（修改）。

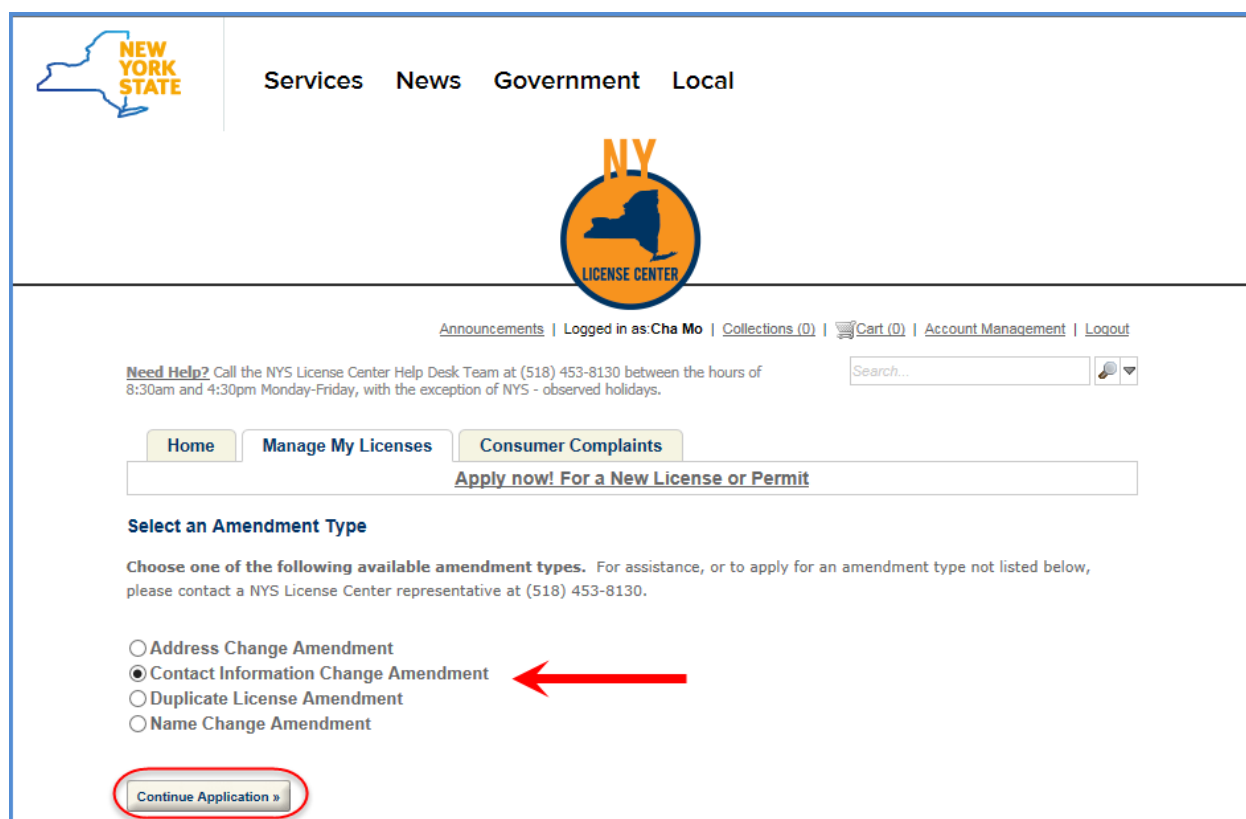


The screenshot shows the NY License Center website interface. At the top, there is a navigation bar with links for Services, News, Government, and Local. Below this is a large orange circular logo with 'NY' and 'LICENSE CENTER'. The main content area has a header with 'Announcements', 'Logged in as: Cha Mo', 'Collections (0)', 'Cart (0)', 'Account Management', and 'Logout'. A search bar is also present. Below the header, there are three tabs: 'Home', 'Manage My Licenses' (which is selected), and 'Consumer Complaints'. Under the 'Manage My Licenses' tab, there is a button that says 'Apply now! For a New License or Permit'. Below this is a section titled 'Records'. The text below the 'Records' section states: 'The table below only displays records associated with your License Center Account. Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.' Below this text is a table of records. The table has columns: 'Date Opened', 'Record Number', 'Agency', 'Record Type', 'Expiration Date', 'Status', 'Action', and 'Description'. The first row of data shows a record opened on 11/06/2015 with record number AENS-A-15-00693, agency DOS, record type Nail Specialty Application, and status Eligible for Exam. In the 'Action' column for this record, the word 'Amendment' is circled in red, and a red arrow points to it from the right.

Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
11/06/2015	AENS-A-15-00693	DOS	Nail Specialty Application		Eligible for Exam	Amendment	

添加电子邮件地址第 2 步

单击“Contact Information Change Amendment”（修改联系信息）单选按钮，然后选择“Continue Application”（继续申请）。



The screenshot shows the NY License Center website interface. At the top, there is a navigation bar with links for Services, News, Government, and Local. Below this is a large orange and blue logo for the NY License Center. A secondary navigation bar includes links for Announcements, Logged in as: Cha Mo, Collections (0), Cart (0), Account Management, and Logout. A search bar is also present. The main content area features a section titled 'Select an Amendment Type' with four radio button options: Address Change Amendment, Contact Information Change Amendment (selected), Duplicate License Amendment, and Name Change Amendment. A red arrow points to the 'Contact Information Change Amendment' option. Below the options is a button labeled 'Continue Application »' which is circled in red.

NEW YORK STATE

Services News Government Local

NY
LICENSE CENTER

[Announcements](#) | Logged in as: Cha Mo | [Collections \(0\)](#) | [Cart \(0\)](#) | [Account Management](#) | [Logout](#)

Need Help? Call the NYS License Center Help Desk Team at (518) 453-8130 between the hours of 8:30am and 4:30pm Monday-Friday, with the exception of NYS - observed holidays.

Search...

[Home](#) [Manage My Licenses](#) [Consumer Complaints](#)

[Apply now! For a New License or Permit](#)

Select an Amendment Type

Choose one of the following available amendment types. For assistance, or to apply for an amendment type not listed below, please contact a NYS License Center representative at (518) 453-8130.

☐ Address Change Amendment

☒ Contact Information Change Amendment

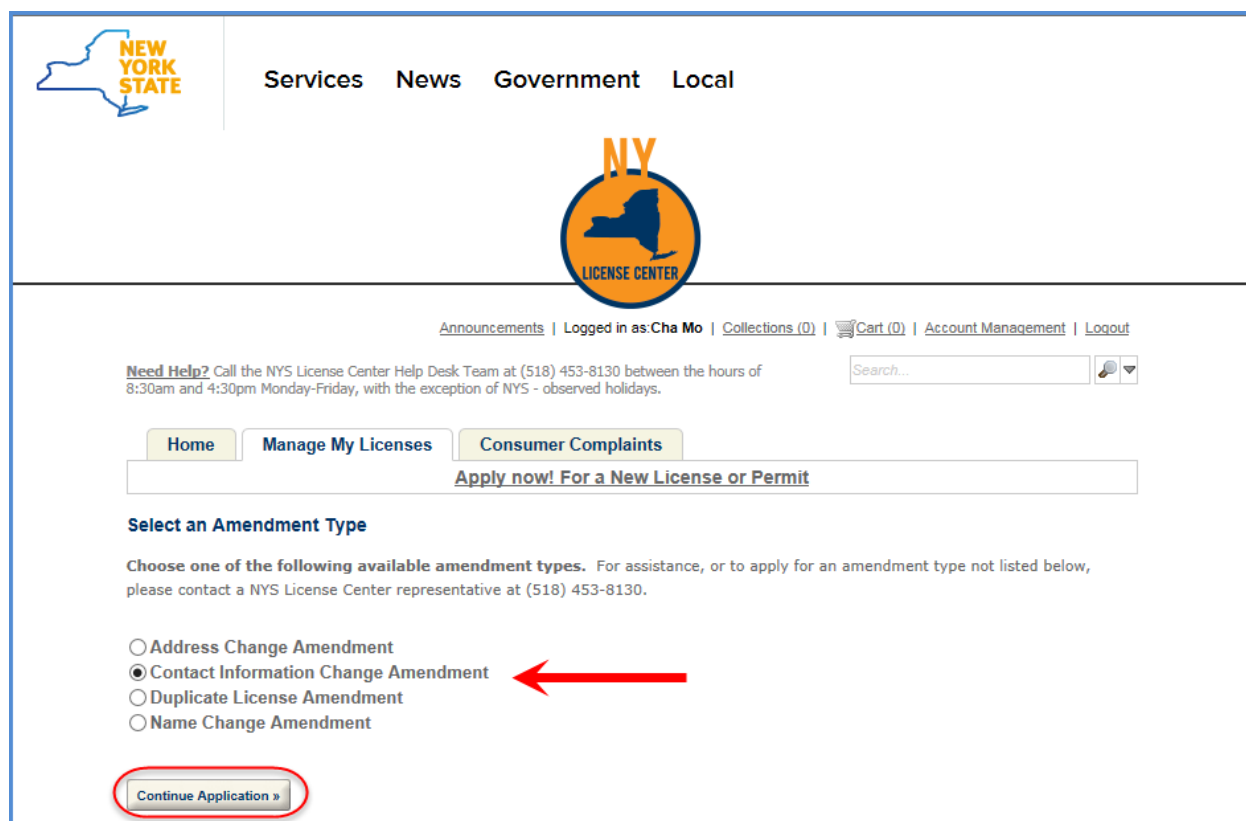
☐ Duplicate License Amendment

☐ Name Change Amendment

[Continue Application »](#)

添加电子邮件地址第 3 步

单击“Continue Application”（继续申请）



The screenshot shows the NY License Center website interface. At the top left is the New York State logo. To its right are navigation links: Services, News, Government, and Local. Below these is a circular logo with 'NY' and 'LICENSE CENTER'. A horizontal line separates the header from the main content area. In the main content area, there's a navigation bar with links: Announcements, Logged in as: Cha Mo, Collections (0), Cart (0), Account Management, and Logout. Below this is a 'Need Help?' section with contact information and a search bar. A row of buttons includes Home, Manage My Licenses, and Consumer Complaints. Below these is a button labeled 'Apply now! For a New License or Permit'. The main section is titled 'Select an Amendment Type' and contains a list of amendment types with radio buttons: Address Change Amendment, Contact Information Change Amendment (selected), Duplicate License Amendment, and Name Change Amendment. A red arrow points to the 'Contact Information Change Amendment' option. At the bottom left, the 'Continue Application »' button is circled in red.

NEW YORK STATE

Services News Government Local

NY LICENSE CENTER

Announcements | Logged in as: Cha Mo | Collections (0) | Cart (0) | Account Management | Logout

Need Help? Call the NYS License Center Help Desk Team at (518) 453-8130 between the hours of 8:30am and 4:30pm Monday-Friday, with the exception of NYS - observed holidays.

Search...

Home Manage My Licenses Consumer Complaints

Apply now! For a New License or Permit

Select an Amendment Type

Choose one of the following available amendment types. For assistance, or to apply for an amendment type not listed below, please contact a NYS License Center representative at (518) 453-8130.

☐ Address Change Amendment

☒ Contact Information Change Amendment

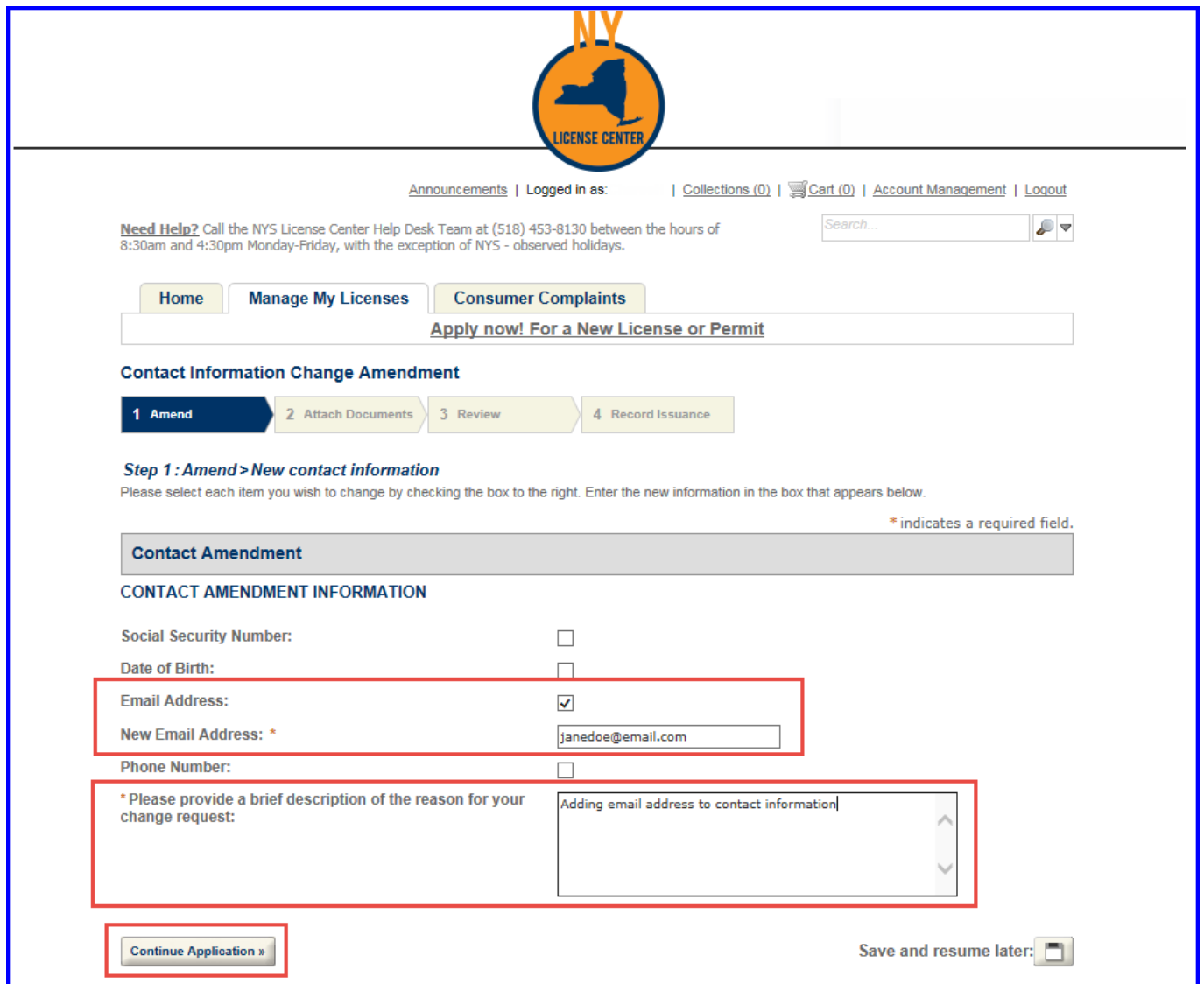
☐ Duplicate License Amendment

☐ Name Change Amendment

Continue Application »

添加电子邮件地址第 4 步

勾选“Email Address”（电子邮件地址）后面的方框，输入“New Email Address”（新的电子邮件地址）以及简要说明，然后点击“Continue Application”（继续申请）。



NY
LICENSE CENTER

[Announcements](#) | [Logged in as:](#) | [Collections \(0\)](#) | [Cart \(0\)](#) | [Account Management](#) | [Logout](#)

Need Help? Call the NYS License Center Help Desk Team at (518) 453-8130 between the hours of 8:30am and 4:30pm Monday-Friday, with the exception of NYS - observed holidays.

[Home](#) | [Manage My Licenses](#) | [Consumer Complaints](#)

Apply now! For a New License or Permit

Contact Information Change Amendment

1 Amend | 2 Attach Documents | 3 Review | 4 Record Issuance

Step 1: Amend > New contact information

Please select each item you wish to change by checking the box to the right. Enter the new information in the box that appears below.

* indicates a required field.

Contact Amendment

CONTACT AMENDMENT INFORMATION

Social Security Number: ☐


Date of Birth: ☐

Email Address: ☒

New Email Address: *

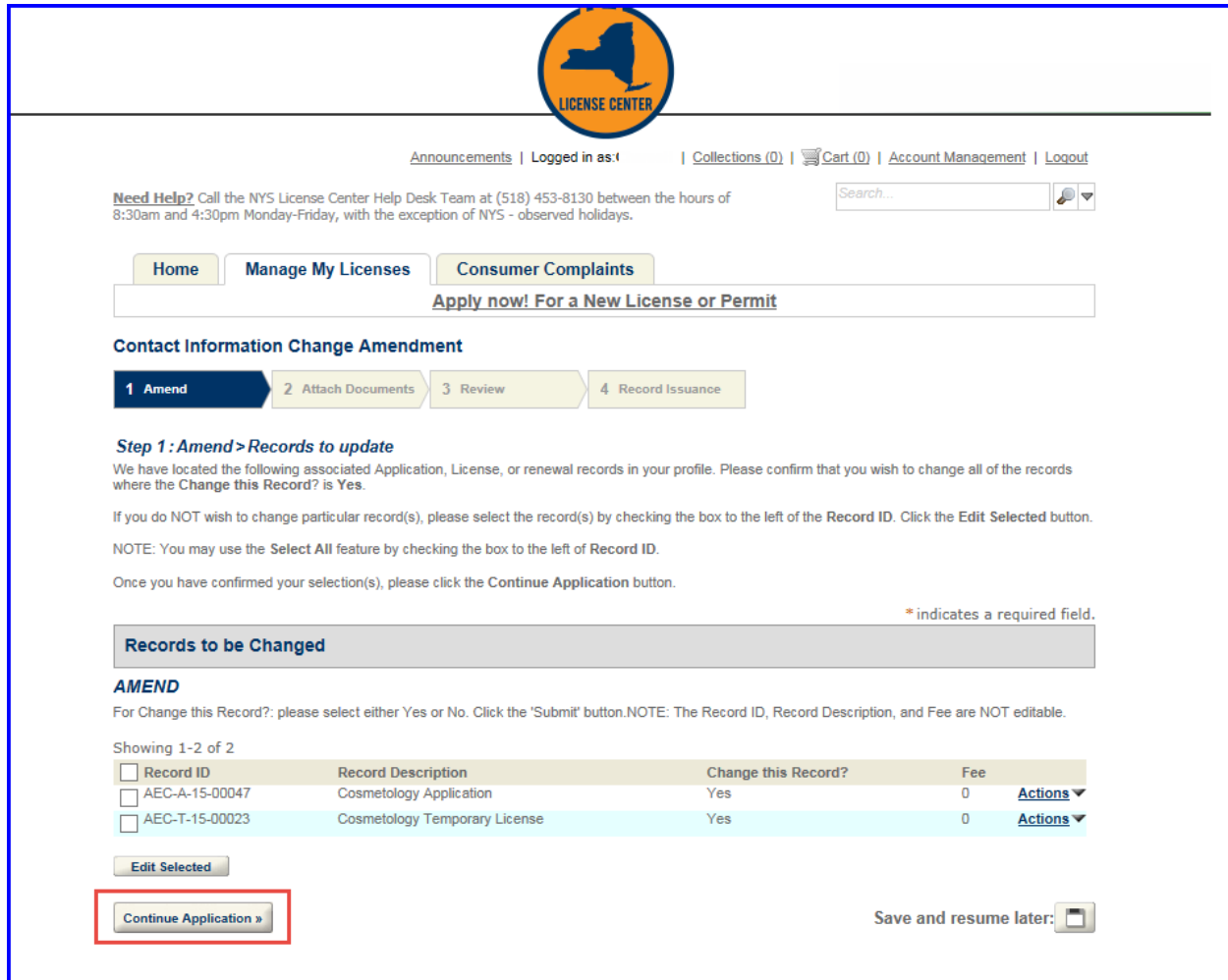
Phone Number: ☐


* Please provide a brief description of the reason for your change request:

[Continue Application »](#) [Save and resume later:](#) 

添加电子邮件联系方式第 5 步


单击“Continue Application”（继续申请），此操作会将提供的电子邮件地址添加到 **AMEND**（修改）下面列出的每个记录。





[Announcements](#) | [Logged in as: 1](#) | [Collections \(0\)](#) | [Cart \(0\)](#) | [Account Management](#) | [Logout](#)

Need Help? Call the NYS License Center Help Desk Team at (518) 453-8130 between the hours of 8:30am and 4:30pm Monday-Friday, with the exception of NYS - observed holidays.

Search... 

[Home](#) | [Manage My Licenses](#) | [Consumer Complaints](#)

Apply now! For a New License or Permit

Contact Information Change Amendment

[1 Amend](#) | [2 Attach Documents](#) | [3 Review](#) | [4 Record Issuance](#)

Step 1: Amend > Records to update

We have located the following associated Application, License, or renewal records in your profile. Please confirm that you wish to change all of the records where the **Change this Record?** is **Yes**.

If you do NOT wish to change particular record(s), please select the record(s) by checking the box to the left of the **Record ID**. Click the **Edit Selected** button.

NOTE: You may use the **Select All** feature by checking the box to the left of **Record ID**.

Once you have confirmed your selection(s), please click the **Continue Application** button.

* indicates a required field.

Records to be Changed

AMEND


For Change this Record?: please select either Yes or No. Click the 'Submit' button. NOTE: The Record ID, Record Description, and Fee are NOT editable.

Showing 1-2 of 2

<input type="checkbox"/> Record ID	Record Description	Change this Record?	Fee	Actions
<input type="checkbox"/> AEC-A-15-00047	Cosmetology Application	Yes	0	Actions ▼
<input type="checkbox"/> AEC-T-15-00023	Cosmetology Temporary License	Yes	0	Actions ▼

[Edit Selected](#)

[Continue Application >](#)

Save and resume later: 

添加电子邮件联系方式第 6 步

单击“Continue Application”（继续申请）。

在添加或修改电子邮件地址信息时，您无需上传任何文件。

The screenshot shows the 'Contact Information Change Amendment' page in the NY License Center. At the top, there are navigation tabs: 'Home', 'Manage My Licenses', and 'Consumer Complaints'. Below these is a banner that says 'Apply now! For a New License or Permit'. The main heading is 'Contact Information Change Amendment'. Below this is a progress bar with four steps: '1 Amend', '2 Attach Documents' (which is the current step and highlighted in dark blue), '3 Review', and '4 Record Issuance'. The section title is 'Step 2: Attach Documents > Supporting Documentation'. Below this, it says 'Please provide a document for each of the following changes :'. There are two numbered items: '1. SSN Change Documentation : Acceptable forms of documentation are: Social Security Card' and '2. Date of Birth Change Documentation: Acceptable forms of documentation are: Birth Certificate, NYS Drivers License, US Passport.' A note indicates that an asterisk (*) indicates a required field. Below this is a section titled 'Attach Supporting Document'. It states: 'No documentation has been identified that requires upload, please click Continue below to proceed.' A note follows: 'NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.' Below this, it says 'The maximum file size allowed is 15 MB. html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.' There is a table with columns: 'Name', 'Type', 'Size', 'Latest Update', and 'Action'. Below the table, it says 'No records found.' At the bottom, there are three buttons: 'Select from Account', 'Upload Documentation', and 'Continue Application »' (which is highlighted with a red rectangle). To the right of these buttons is a 'Save and resume later:' button with a floppy disk icon.

Home Manage My Licenses Consumer Complaints

Apply now! For a New License or Permit

Contact Information Change Amendment

1 Amend 2 Attach Documents 3 Review 4 Record Issuance

Step 2: Attach Documents > Supporting Documentation

Please provide a document for each of the following changes :

1. SSN Change Documentation : Acceptable forms of documentation are: Social Security Card

2. Date of Birth Change Documentation: Acceptable forms of documentation are: Birth Certificate, NYS Drivers License, US Passport.

* indicates a required field.

Attach Supporting Document

No documentation has been identified that requires upload, please click Continue below to proceed.

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

The maximum file size allowed is 15 MB.
html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account Upload Documentation

Continue Application »

Save and resume later:

添加电子邮件联系方式第 7 步

如果您的“New Email Address”（新的电子邮件地址）正确无误，请单击“Continue Application”（继续申请）。

如果需要，可通过选择 Contact Amendment（联系方式修改）下的“Edit”（编辑）按钮来编辑您的电子邮件地址。

Step 3 : Review

Continue Application »

Save and resume later:

Please review all information below. Click the 'Edit' buttons next to the section you wish to edit or click 'Continue Application'

Record Type

Contact Information Change Amendment

Contact Type to Change

CONTACT TYPE TO CHANGE

Edit

Please select the contact type you would like to change: Individual

Contact Amendment

CONTACT AMENDMENT INFORMATION

Edit

Social Security Number:

No

Date of Birth:

No

Email Address:

Yes

New Email Address:

noreply@gmail.com

Phone Number:

No

Please provide a brief description of the reason for your change request: Adding email address to my contact information.

Records to be Changed

AMEND

Edit

Record ID	Record Description	Change this Record?	Fee
AEC-A-15-01041	Cosmetology Application	Yes	0
AEC-T-15-00176	Cosmetology Temporary License	Yes	0

< >

Attach Supporting Document

Edit

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

The maximum file size allowed is 15 MB.
html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Continue Application »

Save and resume later:

添加电子邮件联系方式第 8 步

Confirmation（确认）屏幕显示“contact information change amendment”（联系信息变更修改）记录编号。

The screenshot displays the NY License Center website interface. At the top is the NY License Center logo. Below it, navigation links include [Announcements](#), [Logged in as: Cha Mo](#), [Collections \(0\)](#), [Cart \(0\)](#), [Account Management](#), and [Logout](#). A help section states: "Need Help? Call the NYS License Center Help Desk Team at (518) 453-8130 between the hours of 8:30am and 4:30pm Monday-Friday, with the exception of NYS - observed holidays." A search bar is also present.


The main navigation bar includes [Home](#), [Manage My Licenses](#), and [Consumer Complaints](#). Below this is a banner that says "Apply now! For a New License or Permit".

A progress bar shows three steps: 1 Review Cart, 2 Payment information, and 3 Application Submitted (highlighted in blue).

The main content area is titled "Step 3: Application Submitted" and states: "Your application(s) has been successfully submitted. Please click on the Home tab to view available menu options."

Under the "Confirmation" heading, a green box contains a checkmark icon and the text: "Your application(s) have been successfully submitted. If fees are associated with your application, click on the Print/View Shopping Cart Receipt button to print/view your Shopping Cart Receipt. To print/view an agency receipt with agency specific data, click on the application link and select view details under the Fees section on next page."

At the bottom, a red-bordered box highlights a record entry:

 DOS	Contact Information Change Amendment
A15-000278	

将您的电子邮件地址添加到联系信息已完成！

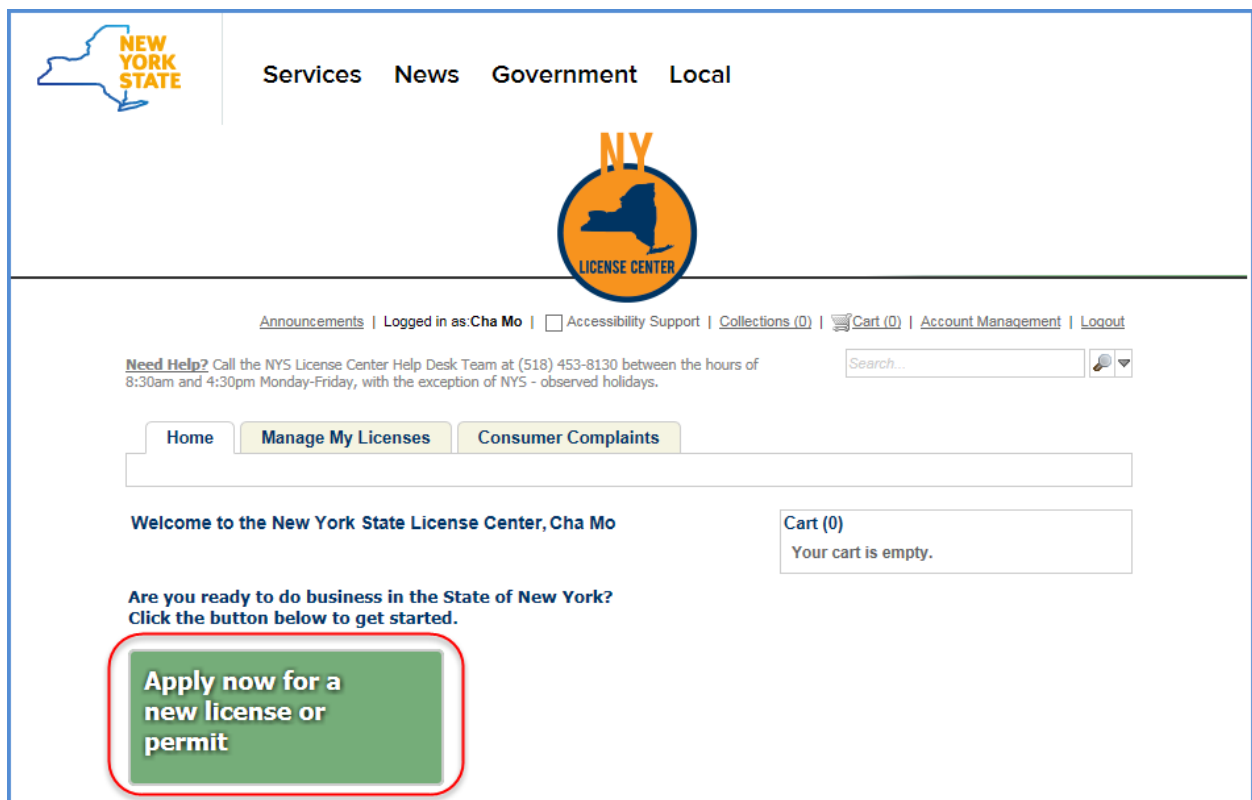
使用电子邮件 PIN 码索取执照记录

此方法适用于 2014 年 1 月 6 日以后提交给认证服务部的书面申请。

请确保发送 “Claim Your Recent Application at the NYS License Center” （在纽约州执照中心索取您最近的申请）电子邮件，因为您需要使用此电子邮件完成索取流程。

启动关联流程

在 NY License Center （纽约执照中心），单击 “Apply now for a new license or permit” （立即申请新执照或许可）以启动索取流程。



NY License Center Claiming Record(s) Guide (Chinese)

纽约执照中心索取记录指南

2015 年 11 月 6 日

您也可从“Manage My Licenses”（管理我的执照）选项卡启动关联流程。“Manage My Licenses”（管理我的执照）选项卡打开后，您可通过单击“Apply now! For a New License or Permit”（立即申请新执照或许可）链接启动申请流程。

The screenshot shows the NY License Center website interface. At the top left is the New York State logo. Navigation links include Services, News, Government, and Local. A central NY License Center logo is present. A red callout bubble points to the 'Apply now! For a New License or Permit' link in the 'Manage My Licenses' tab, stating: 'If you have the 'Manage My Licenses' tab open you may start the claiming process by clicking the 'Apply now! For a New License or Permit' link.' Another red callout bubble points to the same link, saying 'Click here.' The 'Records' section below contains a table of records. A red circle highlights the 'Apply now! For a New License or Permit' link in the 'Manage My Licenses' tab.

NEW YORK STATE

Services News Government Local

NY
LICENSE CENTER

Announcements | Logged in as: Cha Mo | Collections (0) | Cart (0) | Account Management | Logout

Search

Home Manage My Licenses Consumer Complaints

Apply now! For a New License or Permit

Records

The table below only displays records associated with your License Center Account. [Click here to associate licenses, permits, and other documents with your account.](#) Expect this secure process to take up to ten minutes.

Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification document.

Showing 1-20 of 112 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

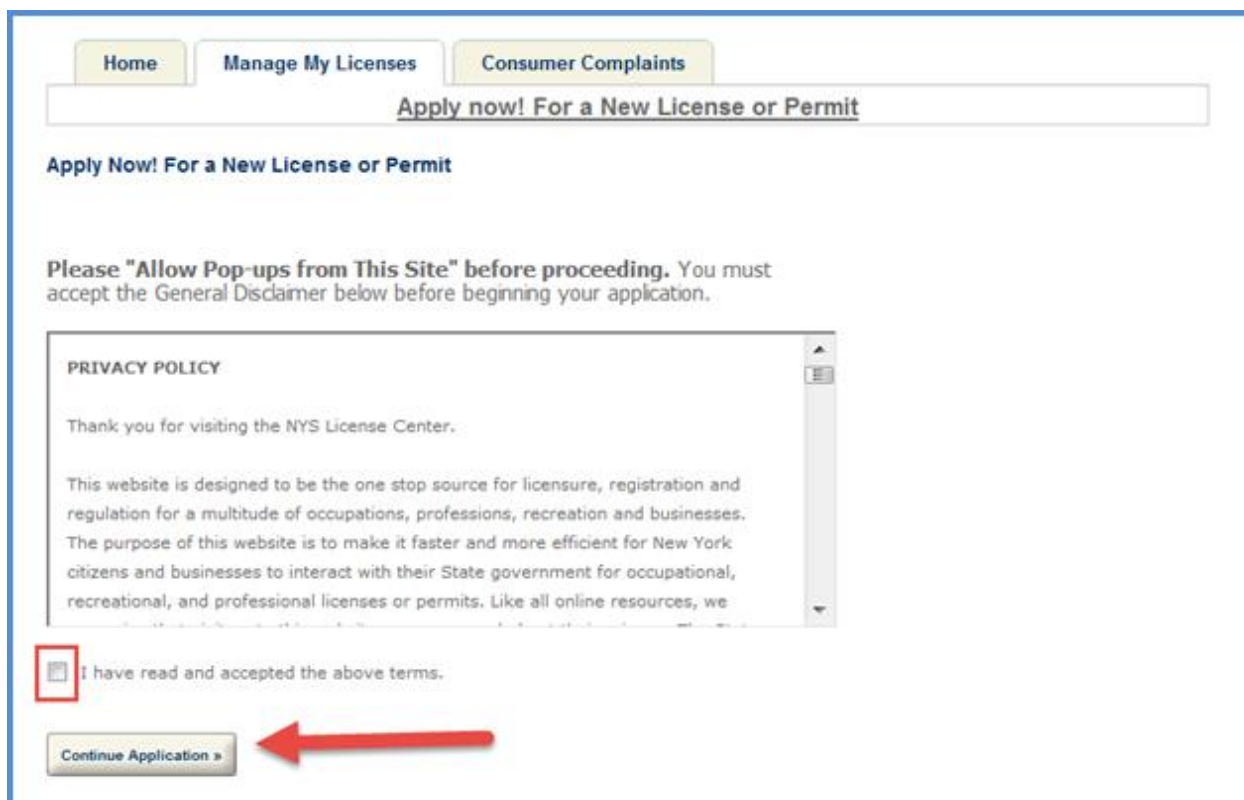
<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	11/06/2015	AENS-A-15-00693	DOS	Nail Specialty Application		Eligible for Exam	Amendment	

NY License Center Claiming Record(s) Guide (Chinese)

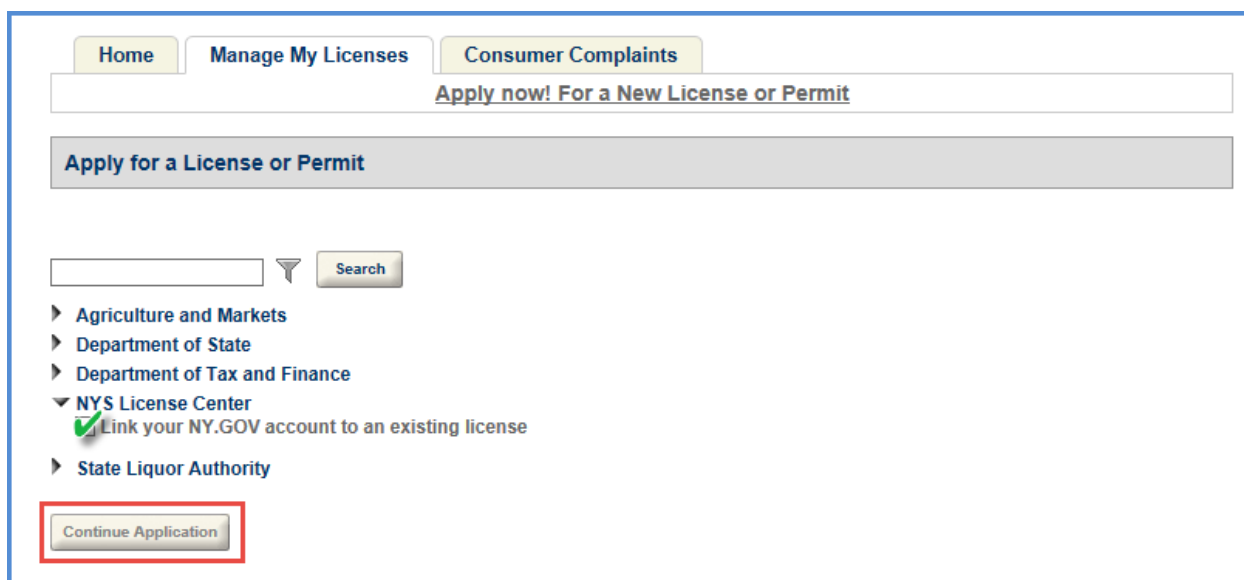
纽约执照中心索取记录指南

2015 年 11 月 6 日

两种方式都会将您带到“Privacy Policy”（隐私政策）屏幕。阅读并接受“PRIVACY POLICY”（隐私政策），然后单击“Continue”（继续）。



选择 NYS License Center（纽约州执照中心）旁边的展开符号，随即显示“Link your NY.GOV account to an existing license”（将您的纽约政府账户关联至现有执照），勾选方框并单击“Continue Application”（继续申请）。

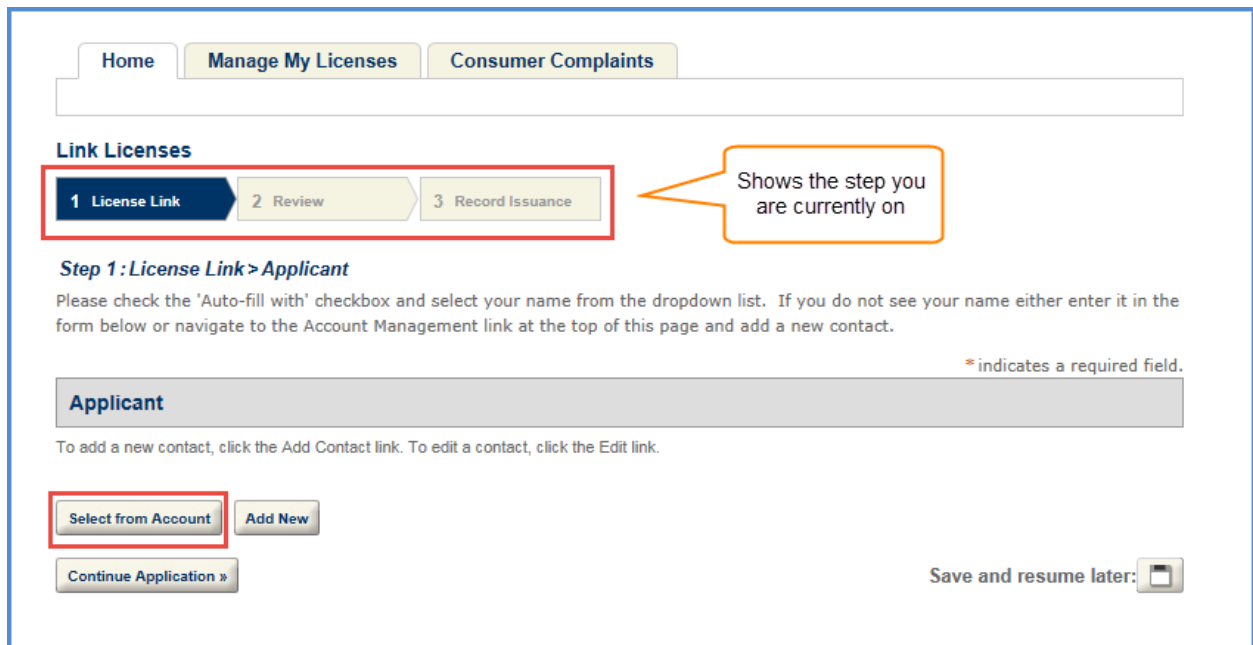


关联执照第 1 步

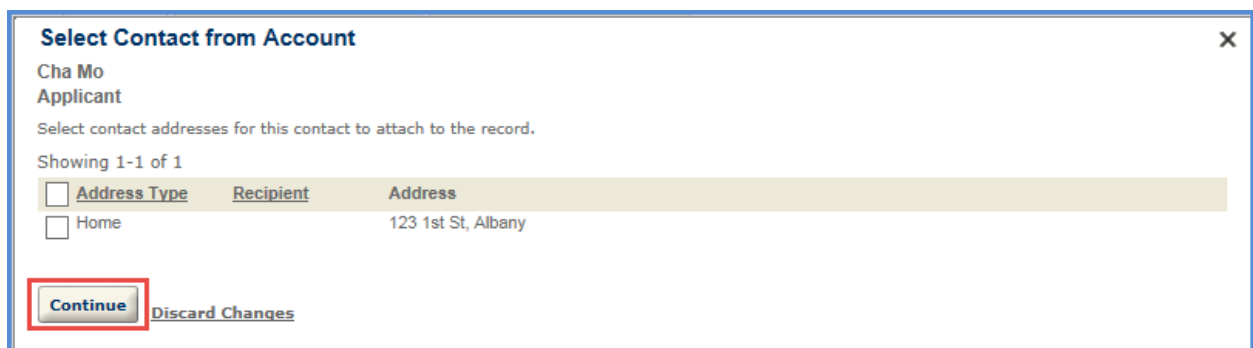
页面顶部信息栏将在“Link Licenses”（关联执照）下方显示，指示您当前位于流程中的哪个位置。

单击“Select from Account”（从账户选择）按钮，随即显示“Select Contact From Account”（从账户选择联系方式）窗口，其中列出了与您的账户有关的每个“Address Type”（地址类型）。如果仅列出一个“Address Type”（地址类型），请单击“Continue”（继续）。

如果您有多个地址，请勾选您希望选择的“Address Type”（地址类型）前面的方框，然后单击“Continue”（继续）。



The screenshot shows the 'Link Licenses' section of the NY License Center interface. At the top, there are three tabs: 'Home', 'Manage My Licenses', and 'Consumer Complaints'. Below the tabs, the 'Link Licenses' section is displayed. It features a progress bar with three steps: '1 License Link' (highlighted with a red box), '2 Review', and '3 Record Issuance'. A callout box points to the '1 License Link' step, stating 'Shows the step you are currently on'. Below the progress bar, the text 'Step 1: License Link > Applicant' is shown. A paragraph of instructions follows: 'Please check the 'Auto-fill with' checkbox and select your name from the dropdown list. If you do not see your name either enter it in the form below or navigate to the Account Management link at the top of this page and add a new contact.' Below this, there is a section titled 'Applicant' with a text input field. To the right of the field, a note says '* indicates a required field.' Below the 'Applicant' section, there are two buttons: 'Select from Account' (highlighted with a red box) and 'Add New'. Below these buttons is a 'Continue Application »' button. On the right side of the page, there is a 'Save and resume later:' link with a document icon.



The screenshot shows the 'Select Contact from Account' window. At the top, there is a title bar with the text 'Select Contact from Account' and a close button (X). Below the title bar, the text 'Cha Mo Applicant' is displayed. A paragraph of instructions follows: 'Select contact addresses for this contact to attach to the record.' Below this, the text 'Showing 1-1 of 1' is shown. A table is displayed with the following columns: 'Address Type', 'Recipient', and 'Address'. The table has one row with the following data: 'Home' (under Address Type), '123 1st St, Albany' (under Address). Below the table, there are two buttons: 'Continue' (highlighted with a red box) and 'Discard Changes'.

NY License Center Claiming Record(s) Guide (Chinese)

纽约执照中心索取记录指南

2015 年 11 月 6 日

当您填写完“Applicant”（申请人）信息后，“Contact added successfully”（已成功添加联系方式）消息将会显示，然后请单击“Continue Application”（继续申请）。

Link Licenses

1 License Link**2 Review****3 Record Issuance**

Step 1 : License Link > Applicant

Please check the 'Auto-fill with' checkbox and select your name from the dropdown list. If you do not see your name either enter it in the form below or navigate to the Account Management link at the top of this page and add a new contact.

* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

✔ **Contact added successfully.**

Cha Mo
noreply@gmail.com
Home phone:(+001)555-555-5555
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

▼ **Contact Addresses**


Add Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Home		123 1st St. Albany	Actions ▼

Continue Application »

Save and resume later: 

NY License Center Claiming Record(s) Guide (Chinese)

纽约执照中心索取记录指南

2015 年 11 月 6 日

在“Link Licenses”（关联执照）页面上，单击“Add a Row”（添加行）。注意：请不要单击“Add a Row”（添加行）旁边的三角形，您必须按照以下指示单击词语。您需要输入“Claim Your Recent Application at the NYS License Center”（在纽约州执照中心索取您最近的申请）电子邮件中提供的“PIN Code”（PIN 码）。电子邮件示例位于下一页。

The screenshot shows the 'Link Licenses' section of the NY License Center. It includes a navigation bar with 'Home', 'Manage My Licenses', and 'Consumer Complaints'. Below this is a 'Link Licenses' section with three tabs: '1 License Link', '2 Review', and '3 Record Issuance'. The 'License Link' tab is active, showing 'Step 1: License Link > PIN Code Entry'. A message states: 'Enter one or more PIN codes that you may have received from participating agencies via email or mailer.' Below this is a 'PIN Code Table' with a red box highlighting the 'Add a Row' button and a red arrow pointing to it. A text box says 'Click on the words 'Add a Row' do not click the triangle.' The page also shows a 'Continue Application' button and a 'Save and resume later' option.

在您单击“Add a Row”（添加行）后，将显示此屏幕。

The screenshot shows the 'LICENSE LINK' form after clicking 'Add a Row'. It has a title 'LICENSE LINK' and a label '* PIN Code:' followed by a text input field. Below the input field are 'Submit' and 'Cancel' buttons.

NY License Center Claiming Record(s) Guide (Chinese)

纽约执照中心索取记录指南

2015 年 11 月 6 日

电子邮件示例

以下是“Claim Your Recent Application at the NYS License Center”（在纽约州执照中心索取您最近的申请）电子邮件的一个示例。在此电子邮件示例中，将显示的申请号关联至“NY License Center”（纽约执照中心）账户，并关联至与此申请相关的临时执照记录。此电子邮件包含一个“PIN Code”（PIN 码）。

Claim Your Recent Application at the NYS License Center



Wed 9/10/2014 10:07 AM

DOS eLicensing <dos_noreply@elicensing.ny.gov>

Claim Your Recent Application at the NYS License Center

To: Doe, Jane

Dear Jane Doe:

We have received your paper application for your Cosmetology Application (AEC-A-14-03252). You are now able to follow the status of your application and maintain your license online. Please click on the link below and follow the instructions to create a NYS License Center account. You will need the PIN provided in this email to link your account to your paper application.

<http://licensecenter.ny.gov/claim-your-previous-license-history>

Once you have registered for the NYS License Center and login to your account, you may claim your paper application to link it to your login.

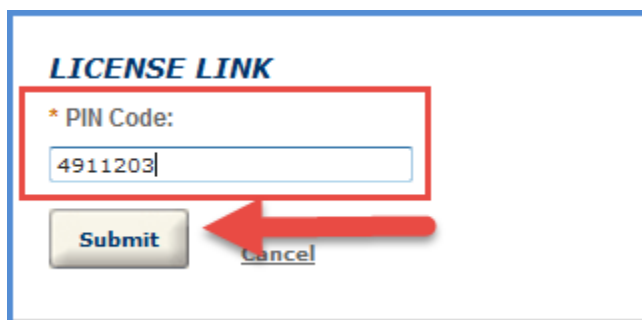
To claim your application, login to your account. On the Manage My License tab, click 'Apply now! For a new license or permit' You must read and agree to the privacy policy and continue the application.

Under the NYS License Center heading, click in the box next to Link your NY.GOV account to an existing license. Continue the application and proceed as instructed in the online application. To enter your PIN Code when prompted, click 'add a row'; enter the PIN Code provided below and submit; then click in the box next to your listed PIN Code and continue the application as prompted. You will receive a confirmation when your record has been successfully claimed.

PIN Code: 4911203

Division of Licensing Services
NYS Department of State

输入该“PIN Code”（PIN 码）并单击“Submit”（提交）。



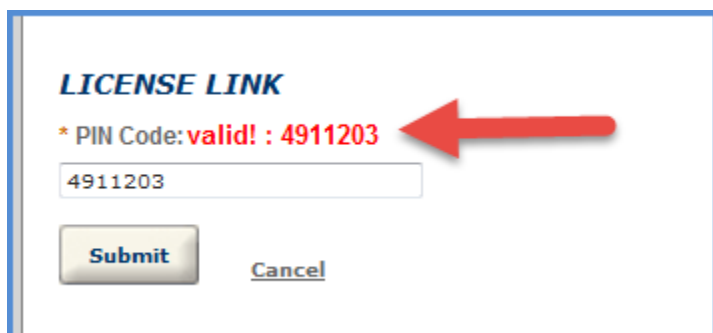
LICENSE LINK

* PIN Code:

4911203

Submit Cancel

输入“PIN Code”（PIN 码）后，您将收到一条说明该 PIN 码有效的信息。



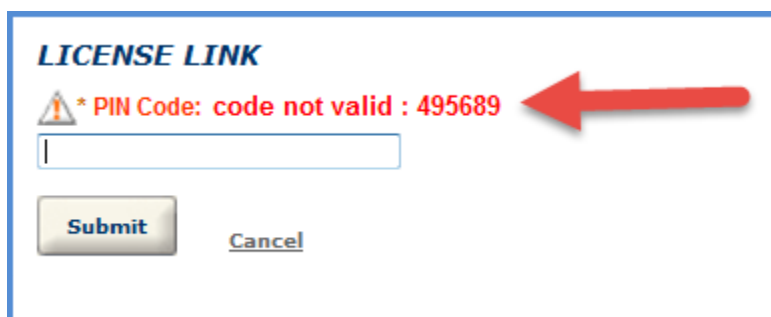
LICENSE LINK

* PIN Code: **valid! : 4911203**

4911203

Submit Cancel

如果该“PIN Code”（PIN 码）无效，请验证“PIN Code”（PIN 码）并重新输入。



LICENSE LINK

⚠ * PIN Code: **code not valid : 495689**

|

Submit Cancel

NY License Center Claiming Record(s) Guide (Chinese)

纽约执照中心索取记录指南

2015 年 11 月 6 日

已提交的“PIN Code”（PIN 码）显示在“PIN Code Table”（PIN 码表）下方。如果您有多个 PIN 码，请单击“Add a Row”（添加行），以输入并提交其他 PIN 码。完成 PIN 码的输入后，单击“Continue Application”（继续申请）。

Home Manage My Licenses Consumer Complaints

Link Licenses

1 License Link 2 Review 3 Record Issuance

Step 1: License Link > PIN Code Entry

Enter one or more PIN codes that you may have received from participating agencies via email or mailer.

* indicates a required field.

PIN Code Table

LICENSE LINK

Showing 1-1 of 1

<input type="checkbox"/> PIN Code	
<input type="checkbox"/> 4911203	Actions ▼

Add a Row ▼ Edit Selected Delete Selected

Continue Application »

Save and resume later:

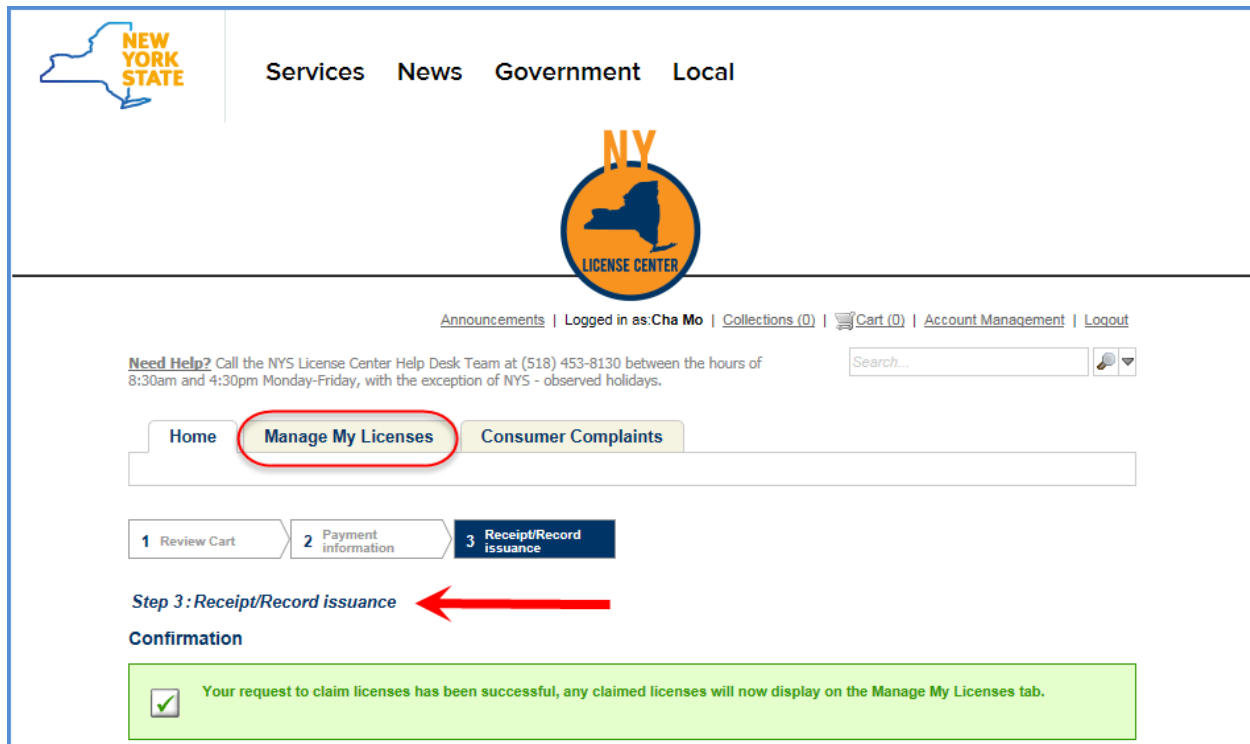
关联执照第 2 步

下一个屏幕是“Review”（审查）页面。审查您的信息。如需更新，请单击“Edit”（编辑）按钮，返回“Link Licenses”（关联执照）流程的特定部分，对信息进行更改。如果所有信息都正确无误，请单击“Continue Application”（继续申请）。

The screenshot shows the 'Link Licenses' interface with three steps: 1 License Link, 2 Review (highlighted), and 3 Record Issuance. Below the steps is a 'Continue Application >' button and a 'Save and resume later:' option with a floppy disk icon. A message states: 'Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.' The main content area is titled 'Record Type' and 'Link Licenses'. It contains three sections: 'Applicant' (Individual Jane Doe) with an 'Edit' button; 'PIN Code Table' with an 'Edit' button; and 'LICENSE LINK' (PIN Code 4911203) with an 'Edit' button. At the bottom, there is a 'Continue Application >' button with a red arrow pointing to it, and another 'Save and resume later:' option with a floppy disk icon.

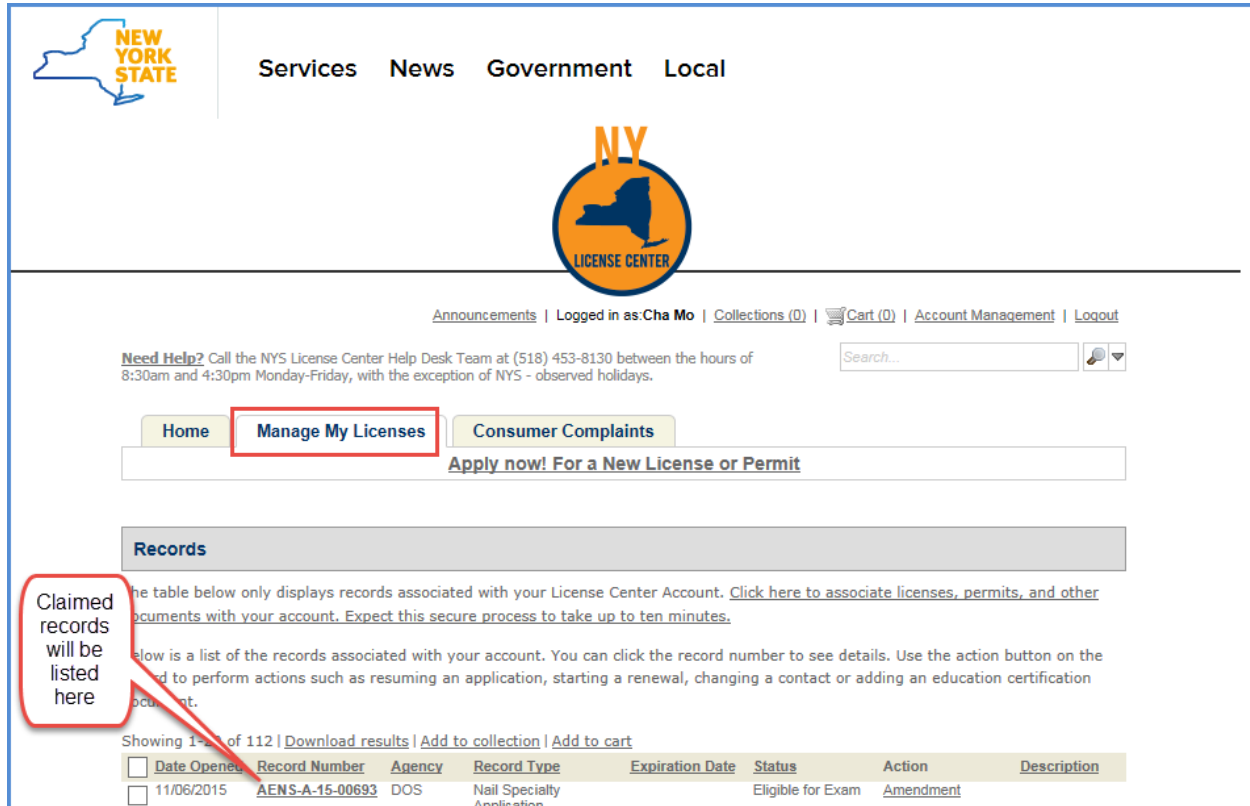
关联执照第 3 步

当您完成此流程后，将显示“Receipt/Record issuance”（收据/记录签发）屏幕，上面显示一条“Confirmation”（确认）消息，“Your request to claim licenses has been successful, any claimed licenses will now display on the Manage My Licenses’ tab”（您的索取执照申请已成功，您申请索取的所有执照将立即显示在管理我的执照选项卡上）。您申请索取的记录现在应该已关联至您的“NY License Center”（纽约执照中心）账户。单击“Manage My Licenses”（管理我的执照）选项卡，查看您的记录。



“Manage My Licenses”（管理我的执照）选项卡

申请索取的记录现在位于“Records”（记录）列表中。



The screenshot shows the NY License Center website interface. At the top, there is a navigation bar with links for Services, News, Government, and Local. Below this is a large orange circular logo with 'NY' and 'LICENSE CENTER'. A secondary navigation bar includes links for Announcements, Logged in as: Cha Mo, Collections (0), Cart (0), Account Management, and Logout. A search bar is also present. The main content area features a tabbed interface with 'Home', 'Manage My Licenses' (highlighted with a red box), and 'Consumer Complaints'. Below the tabs is a button labeled 'Apply now! For a New License or Permit'. The 'Records' section is highlighted with a red callout box containing the text 'Claimed records will be listed here'. The records are displayed in a table with columns: Date Opened, Record Number, Agency, Record Type, Expiration Date, Status, Action, and Description. The first record shown is for a Nail Specialty Application, dated 11/06/2015, with record number AENS-A-15-00693, agency DOS, and status 'Eligible for Exam'.

Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
11/06/2015	AENS-A-15-00693	DOS	Nail Specialty Application		Eligible for Exam	Amendment	

使用 PIN 码关联执照记录已完成！